



REGISTRATION COMMITTEE

Background

The Board is required to establish a Registration Committee.

Authority

Health Professions Act (HPA); HPA Bylaws; Pharmacy Operations and Drug Scheduling Act (PODSA) and PODSA Bylaws.

Mandate

To ensure that registrants are qualified to practice.

Responsibilities

- Review all matters relating to applicants for registration and determine applicants' eligibility for registration including establishing the conditions and requirements for registration.
- Grant registration, including reinstatement and registration renewal, to all individuals who satisfy the Registration Committee that they are qualified to be a registrant, including payment of required fees.
- Develop policies and requirements with respect to the registration of new, renewing and reinstating registrants.
- Set, administer and maintain policies on all matters related to assessment competencies, standards, principles, selection or design and processes.
- Establish sub-committees and ad hoc working groups for Board appointment, to develop, administer and maintain assessments for the purposes of the registration processes.
- Inform registrants, complainants and the Health Professions Review Board, as required about the registration process and outcomes.

Reporting relationship

The committee as a whole reports through the chair to the Board. The committee must submit a report of its activities to the Board annually.

Membership

- At least six full pharmacists or pharmacy technicians appointed by the Board.
- At least 1/3 of its members must be public representatives, of which at least one of whom must be an appointed Board member.

Panels

The committee may meet in panels of 3 persons which must include at least 1 public representative.

The chair of the registration committee must appoint the members of a panel and must designate a chair of the panel.

The panel may exercise any power, duty or function of the registration committee.

Term of appointment

Initial appointments by the Board are for one-year or two-year terms, in order to ensure continuity of committee membership. Subsequent terms of appointment must not exceed two years. Members are eligible for reappointment by the Board but may not serve more than three consecutive terms.

A registrant appointed to the committee ceases to be a member if they are no longer a full pharmacist or pharmacy technician in good standing or if they become a College employee.

Any committee member may resign upon written notification to the registrar. Committee members who are absent for more than three Registration Committee meetings per year automatically forfeit membership on the committee. The chair has the discretion to approve, in advance, an extended absence of any Registration Committee member.

Committee officers

The Registration Committee members will recommend to the Board the appointment of a chair and vice-chair from amongst the committee's members for a term of one year. The Registration Committee members will recommend to the Board the appointment of new Registration Committee members as vacancies or extraordinary needs arise.

Voting rights

Each Registration Committee member, including each public representative, is entitled to one vote on all matters coming before the committee or a panel of the committee. In the case of an equality of votes, the chair shall have an additional casting or deciding vote.

Meeting procedures

<i>Schedule:</i>	At least three times annually.
<i>Format:</i>	In person or by teleconference.
<i>Agenda:</i>	Developed by College staff in consultation with the committee chair with input from committee members.
<i>Panels:</i>	The committee chair, who also designates the panel chair, must appoint panel members. A panel of a committee may exercise any power, duty or function of that committee.
<i>Attendees:</i>	Only Registration Committee members and College staff are entitled to attend committee and panel meetings, unless specifically invited by the committee or panel chair as a guest.
<i>Quorum:</i>	A majority of the committee or all members of a panel
<i>Minutes:</i>	Drafted by College staff for review and approval at next committee meeting; filed at the College office
<i>Secretariat Support:</i>	Provided by the College, including meeting coordination, preparation and distribution of materials and drafting meeting minutes.



Conflict-of-interest disclosure

Members must declare conflicts of interest prior to the discussion of individual files.

A conflict of interest refers to situations in which personal, occupational or financial considerations may affect or appear to affect the objectivity or fairness of decisions related to the task group activities. A conflict of interest may be real, potential or perceived in nature. Individuals must declare potential conflicts to the chair of the task group and must either absent themselves from the discussion and voting, or put the decision to the task group on whether they should absent themselves.

Confidentiality

Each committee member must sign a confidentiality agreement at the time of each appointment indicating their agreement to maintain the confidentiality, security and integrity of all materials during and after their term on the committee.

Remuneration

Committee members may claim honouraria and expense reimbursement in accordance with the Board's policy and guidelines for claiming committee expenses.

Amendment to terms of reference

The Board may amend committee terms of reference at any time and from time to time.